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| This document provides an outline for a specific role within the organisation. This document is not a total definition of the job or its functions. |

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| JOB DETAILS |
| Job title: | Learning and Development Advisor |
| Aim of the job: | Development and delivery of learning and development training  |
| Department: | Training |
| Reporting to: | Directors |
| Working hours: | As outlined in your contract of employment |

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| JOB SUMMARY |
| Summary of position: |
| * Deliver the L&D Apprenticeship programme (10-20 learners per annum)
* Supporting the recruitment of learners onto the programme
* Ensuring all compliance paperwork e.g. inductions and reviews are completed.
* Ensuring good communication with the Lead Provider
* Liaising with employers to provide regular updates on learner progress
* Develop the curriculum as standards and WG requirements change
* Delivering Assessor qualifications
* Deliver IQA qualifications (depending on experience and qualifications)
* Deliver Award in Education and Training / Training Skills / Train the Trainer as and when required
* Develop and deliver bespoke training for WBL / Vocational / Community Education practitioners as and when required
* Awarding Organisation administration – registration, IQA and certification to meet requirements as and when required

Skills and competencies required* PGCE / PCET / AET / L&D Assessor qualifications essential
* IQA qualification desirable
* A minimum of 2 years’ experience of working in the post-16 education sector
* Digitally Literate
* Full clean drivers licence
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| Summary of the persons the employee will work with: |
| * Directors
* ALS quality team to deliver L&D qualifications
* Employers
* Agored Cymru Centre Manager
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| KEY TASKS |
| * Apprenticeship Programme Delivery– assessment of 10-20 learners, compliance paperwork completed to correct standards and by required deadlines, delivery of workshops, liaising with ALS, attending standardisation meetings,
* Assessment of Assessor and Verifier qualifications
* Keep own knowledge up to date of current practices in E&T through regular research and CPD
* Content Development – of L&D qualifications and bespoke workshops, including digital resources
* Awarding Organisation administration – registration, IQA and certification to meet requirements
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| KEY PERFORMANCE INDICATORS |
| * Visit all learners on a monthly basis (unless otherwise agreed in exceptional circumstances)
* Achieve a minimum of 85% attainment rates
* 0 outstanding actions on monthly contractor reports
* Register and Certificate learners within timescales shown in the IQA policy
* No sanctions on Awarding Organisation EQA visits
* 90% good or excellent customer and partner feedback
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| I acknowledge that I have read and understood the above job role.SIGNED............................................................................................ DATED........................by the employeeSIGNED............................................................................................ DATED........................on behalf of Company. |